



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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September 30, 2003

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2004-11

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary  
Director

SUBJECT: Printing ISIS HR Payroll Direct Deposit Notices (Earnings Statements)

Effective July 9, 2004 payday, the Division of Administration will no longer print and mail earnings statements for employees/agencies. If it is determined by the department/agency that there is a need to provide these statements to any employees, this task will then be the responsibility of the agency. Between January and June 2004, the Office of State Uniform Payroll (OSUP) will work with agencies on a department-by-department basis to discuss alternatives for providing earnings statements.

**If it is determined that the agency will print these statements for certain employees:**

- **These employees will need to be identified by the agency.** ISIS HR now has an infotype to indicate those employees that must receive a printed earnings statement. Before July 2004, agencies will be able to request OSUP to set up this infotype to not print earnings statements for entire personnel areas/agencies. As soon as that is done, agencies would immediately change the indicator on the employees identified who require a printed statement. OSUP and Office of Information Systems (OIS) will assist agencies with developing their plans between January and June 2004.
- **Agencies must include the cost of paper, printing expense and possibly postage in their Fiscal Year 2004-2005 budget plans.** OSUP currently uses 8 ½" X 11" pressure seal laser paper to print earnings statements. Each form is then folded and sealed in a "Z" fold format using a folder/sealer machine. Once folded and sealed the form is ready for postage and mailing. Agencies may determine that the quantity they will need to print will not warrant the purchase of pressure seal paper or a folder/sealer machine. **The statement can be printed on an 8 ½" X 11" sheet of regular white paper, folded in thirds and placed in a window envelope to be mailed.**
- **Agencies will need network printers in order to print earnings statements from the ISIS HR system.** OIS is in the process of contacting agency technical coordinator(s) to discuss changing from local printing to network printing. If you have any questions you can contact the Help Desk and select option 1 and then option 3.

Future correspondence will be distributed concerning this project as it is developed.

If you have any questions, please contact a member of the OSUP Benefits and Financial Administration Unit at (225):

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